

**Minutes**  
**FINANCE COMMITTEE**  
**Wednesday September 10, 2014**  
**City Hall, Room 604**  
**6:00 p.m.**

MEMBERS: Alders Tom De Wane, Andy Nicholson, Tom Sladek and Guy Zima

OTHERS PRESENT: Dawn Foeller, Diana Ellenbecker, Lynn Boland, Melanie Falk, Andy Rosendahl, Dave Maccoux and others

1. Roll Call. Ald. Tom De Wane was excused.
2. Approval of the Agenda.

A motion to approve the agenda made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek and carried to approve.

3. Approval of the minutes of the Finance Committee meeting of August 5, 2014.

A motion to approve the minutes of the Finance Committee made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson and carried to approve.

4. Request by the Finance Director to review and discuss 2013 year-end financial results for the City.

Dave Maccoux, audit partner with Schenck, was present to discuss the City's Comprehensive Financial Statement and the management letter contained in the finance packet for year ending 2013. Mr. Maccoux stated that the report is comprehensive in nature and includes all activity of the City. Schenck's role is to audit the City's financial transaction by planning and performing the City's audit to obtain reasonable assurance that the financial statements are free of material misstatement through validation and transactional testing on the financial statements. Mr. Maccoux believes that the financial statements accurately state the City's financial position as of the end of December 2013.

Mr. Maccoux, also called out to the Committee, that the City received an award for its 2012 financial statement. This was the 30<sup>th</sup> year the City received this prestigious award from the Government Financial Office Association and is looked upon favorably by rating agencies. Very few municipalities receive this award throughout the United States and it really indicates that the finance area within the City is preparing a financial statement that meets or exceeds the appropriate standards, and includes the appropriate disclosures.

The second document Mr. Maccoux addressed is the Finance Management Communication which includes key financial indicators for 2013 comparing it with prior year. The first three pages of this communication include letters to the Mayor and the City Council and discusses the responsibilities of the auditors and the appropriate audit standards which were followed in this engagement.

The letter also communicates compliance with any laws, regulations or internal control considerations. Mr. Maccoux stated that the City is in compliance with all laws and

regulations with noted no weaknesses in internal control. As the City is implementing its new financial package to ensure they contemplate any enhancement they could implement for additional internal control

Estimates, primarily in the internal service funds, are included in this report and are consistent and reasonable with prior years.

Mr. Maccoux noted that the audit went well and the remaining document includes all governmental fund balances including the general fund, special revenue, debt service, capital projects and internal service funds.

Ald. Zima questioned if there was only two enterprise funds, he thought Bay Beach was an Enterprise Fund.

Finance Director Dawn Foeller responded that Bay Beach was set up as a Special Revenue Fund.

Ald. Guy Zima asked what the difference was between the Enterprise Fund and the Special Revenue Fund.

Dave Maccoux responded that an enterprise fund contains full accrual accounting including depreciation on fixed assets whereas special revenue funds will primarily carry revenues and expenses specific to that purpose such as donations and capital improvements.

Ald. Guy Zima requested to have it on the agenda in the future to discuss and to review the differences between an enterprise fund and a special revenue fund.

Mr. Maccoux went on to discuss the following pages which related to internal service funds and accounts for charges city department pay Health and Dental, Worker's Compensation and General Liability.

The audit did include an analysis of internal controls, where he noted, due to staff limitation in certain department, segregation of duties is not perfect but are generally insignificant of the financial statements. He does recommend the City continue to monitor and establish appropriate policies and procedures to strengthen internal control where it can.

Mr. Maccoux was pleased to say that their prior year recommendation to centralize grant management has been fully implemented and adds internal control over all grants issued to the City. He stated that the City completed the A-133 audit requirements and did a very good job.

New accounting pronouncements will be required going forward primarily focused on Wisconsin retirement system and new disclosures which will be implemented into the plan and there will be new pronouncements and disclosures.

Ald. Sladek asked what are the disclosures aimed at which Mr. Maccaux responded that it is aimed at disclosures on liabilities out there in the private sector and making sure the City's disclosures properly disclose its pension liability with the Wisconsin Retirement System.

Ald. Sladek thanked the people involved and congratulated Dawn Foeller and the Finance Dept.

A motion to receive place on file made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek and carried to approval.

5. Request by Ald. Scannell to consider a referendum regarding BadgerCare.

A motion to receive and place on file, at the request of Ald. Scannell, made by Ald. Andy Nicholson seconded by Ald. Tom Sladek and carried to approve.

6. Request by Ald. Nicholson to review all City fees and permits with possible action.

A motion to hold until the next meeting made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek and carried to approve.

7. Request by Ald. Zima to review 20 years of history for the parking utility.

A motion to receive and place on file the review of 20 years of parking utility history by Ald. Andy Nicholson seconded by Ald. Tom Sladek and carried to approve.

8. Request by Ald. Nicholson to review the Stadium District Board.

Ald. Nicholson had requested that Chairman, Ms. Patteson be present for the meeting and unfortunately, she was not available. Ald. Nicholson asked if she could be present at the next Finance Committee.

Ald. Sladek suggested having questions prepared for this topic before the meeting and direct them to Ms. Foeller so that Mr. Webb and Ms. Patteson would be able to answer those questions.

Ald. Nicholson responded he is more interested in the future of the Stadium District Board.

A motion to hold until the next meeting made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek and carried to approve.

9. Report of the Finance Director.

Finance Director, Dawn Foeller stated a timeline was put together to address the Common Council's concern about not having final information from the State of Wisconsin manufacturing values and thus this timeline moves the meetings out two weeks. Dates discussed at the meeting were:

Tuesday, October 28, 2104 - Distribution of the budget document

Wednesday, November 12, 2014 (noon) - Joint Personal and Finance Committee

Tuesday, November 18, 2014 (noon) – Common Council Meeting

Ms. Foeller stated a few considerations developing the timeline included an election will be held on November 4, moving the Common Council meeting to Monday, November 3. Brown County has reserved the Council Chamber November 5 – 7 and the 10<sup>th</sup> to take up their budget. Tuesday, November 11, 2014 is Veteran's Day.

A motion to receive and place on file made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek and carried to approve.

2014 Contingency Fund  
\$110,000

- 1) **THIS MEETING IS AUDIO TAPED:** THE AUDIO OF THIS MEETING & MINUTES ARE AVAILABLE ON LINE AT [WWW.CI.GREEN-BAY.WI.US](http://WWW.CI.GREEN-BAY.WI.US).
- 2) **ACCESSIBILITY:** Any person wishing to attend who, because of a disability, requires special accommodation should contact the City Safety Manager at 448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) **QUORUM:** Please take notice that it is possible that additional members of the Council may attend this committee meeting resulting in a majority or quorum of the Common Council. This may constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.